



DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION SOUTHWEST
937 N. HARBOR DR.
SAN DIEGO, CA 92132-0058

IN REPLY REFER TO:
COMNAVREGSWINST 5530.1
N20UA
22 AUG 06

COMNAVREGSW INSTRUCTION 5530.1

Subj: TAXICAB, LIMOUSINE, AND SHUTTLE ACCESS ON COMMANDER, NAVY
REGION SOUTHWEST (CNRSW) INSTALLATIONS

Ref: (a) CNICINST 5530.1, "Taxicab, Limousine, and Shuttle
Access on Navy Installations" dtd 30 Jun 2006

Encl: (1) Taxicab, Limousine, and Shuttle Access Checklist

1. Purpose. This instruction defines roles and responsibilities for access to taxicab, limousine, and shuttle service on board Commander, Navy Region Southwest (CNRSW) installations. Included in this instruction are the procedures for the development and implementation for allowing this access.

2. Scope and Applicability. This instruction is applicable to all CNRSW installations.

3. Responsibilities

a. The ICO shall:

(1) Comply with reference (a).

(2) All taxicab, limousine and shuttles that have authorization for access to a CNRSW installation are subject to vehicle inspection. This will be in accordance with Ref (a), but at a minimum the trunk and passenger compartment will be subject to a brief inspection.

b. The Single Source Coordinator (SSC) shall:

(1) Facilitate the registration of taxicabs, limousine and shuttle service companies that request to conduct business on an installation.

(2) Ensure drivers registered under this instruction accomplish the following. (Note: Refer to Encl. (1) for SAMPLE checklist):

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(a) Present current California/Nevada "Taxi Permits". (Note: A driver, who is in possession of a valid "Taxi Permit", has met Department of Justice background check requirements. This may be used as verification of the background check.)

(b) Verify the vehicle is currently registered with the department of motor vehicles.

(c) Verify current safety inspection is in accordance with state and local requirements.

(d) Verify vehicle possesses current proof of insurance and is licensed to operate as a transit, cab, limousine or shuttle with the state, county, city or local public utilities commission or similar body as required.

(e) Verify the driver possesses a current valid Driver's license.

(3) Ensure the companies requesting to provide this service have read and signed an agreement clearly delineating restrictions that apply while operating on CNRSW installations.

(4) After verification of completion of above requirements, ensure a photo identification card is provided to each applicant. The identification card shall expire no later than one year from date of issuance.

(5) Collect expired passes and credentials and conduct quarterly reviews with the taxi/transportation companies to verify credentialed drivers' employment with the company.

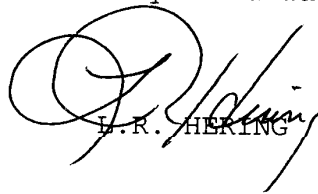
(6) Ensure proper notification has been publicized announcing the acceptance of taxicab, limousine and shuttle service companies, who after proper vetting will be allowed access for pick up and drop off.

c. The CNRSW Public Safety Pass and ID Manager shall:

(1) Be designated SSC for the San Diego Metro Area, which is comprised of Naval Base San Diego, Naval Base Point Loma and Naval Base Coronado.

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(2) Will provide oversight and standardization for all other installation Pass and ID supervisors or equivalent who will serve as SSC's unless ICO's request a waiver from CNRSW.



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TAXICAB, LIMOUSINE & SHUTTLE ACCESS CHECKLIST

Verify operator is on the approved company access verification list.	<input type="checkbox"/>
Verify operator possesses a valid Taxi Permit issued by the appropriate governmental agency.	<input type="checkbox"/>
Verify the vehicle is currently registered with the State Division of Motor Vehicles.	<input type="checkbox"/>
Verify vehicle complies with current safety inspection requirements in accordance with state and local requirements.	<input type="checkbox"/>
Verify operator possesses current proof of insurance for vehicle.	<input type="checkbox"/>
Verify operator possesses a current driver's license issued by a governmental agency.	<input type="checkbox"/>

NOTE: All documents must be **ORIGINAL**

Enclosure (1)